

# Hudson Valley Shakespeare The Garrison

## Event Traffic & Parking Management Plan

*October 2021 Edition*

# Contents

<b>Prologue</b>	
<b>1. Purpose and Implementation.....</b>	<b>2</b>
<b>2. EMP Components.....</b>	<b>2</b>
<b>3. Operator/Management .....</b>	<b>3</b>
<b>4. Equipment .....</b>	<b>5</b>
<b>5. Planning .....</b>	<b>6</b>
<b>5. 1. Annual Scheduling and Coordination.....</b>	<b>6</b>
<b>5. 2. Monthly Planning Confirmation and Coordination .....</b>	<b>7</b>
<b>6. Preparation .....</b>	<b>8</b>
<b>7. Implementation .....</b>	<b>9</b>
7.1 Signage .....	9
7.2 Staffing .....	10
7.3 Additional Traffic Control Devices .....	11
7.4 ADA Requirements, Shuttle and First Aid Stations .....	12
7.5.2. Full Buildout Parking Assignment .....	14
7.5.3. Bus Parking .....	14
7.5.4. Directing Motorists to Parking.....	14
7.5.5. Directing Motorists from Parking .....	15
7.5.6. Valet Parking .....	15
7.5.6.1. Phase 1 Valet Parking.....	15
7.5.6.2. Full Buildout Valet Parking.....	16
7.5.6.3. 130-space Snake Hill Road (West) Overflow Parking Lot Valet Parking.....	17
<b>8. Monitoring/Debriefing.....</b>	<b>18</b>
8.1 During-Event Monitoring .....	18
8.2 Post-Event Report.....	18
8.3 Post-Event Debriefing .....	18
<b>9. Annual Plan Update .....</b>	<b>19</b>

## Figures

**Figure 1** – Potential Traffic Control Strategies

**Figure 2** – ADA, Shuttle & First-Aid Facilities

**Figure 3** – Parking Fields (Typical Conditions Phase 1)

**Figure 4** – Parking Fields (Typical Conditions Full Buildout)

**Figure 5** – Prospective Valet Parking Layouts Phase 1

**Figure 6** – Prospective Valet Parking Layouts Full Buildout

**Figure 7** – Prospective Bus Drop-off Locations

## **Prologue**

This Event Traffic & Parking Management Plan (EMP) was required as part of the approval process for the relocation of Hudson Valley Shakespeare Festival (“HVSF”) to the Garrison Golf Club (the “GGC”). As directed by the Town of Philipstown Planning Board, the combination of theater, banquet, restaurant, hotel and outdoor pavilion spaces and gardens, during the days of busiest activity, requires a comprehensive EMP consisting of necessary traffic and parking management strategies. The EMP was developed to detail the coordinated transportation management strategies to be used to safely and efficiently manage traffic and parking at and on the Hudson Valley Shakespeare Festival/The Garrison property (the “Property”) on busier days at the venue.

The purpose of the EMP is to ensure that worker and public safety is protected to the greatest extent practicable and that impacts to the traveling public are minimized as much as possible. The EMP is an evolving document that must be updated annually to reflect changes in traffic and parking patterns, and to correct any issues identified as part of the plan-required monitoring of busier activity days.

This plan has been prepared to address traffic and safety conditions for the first phase of the development (Phase 1 where the outdoor theater and associated 225 parking spaces are constructed along with implementing the approved increase in size of the parking lot to the south of the clubhouse) as well as for full buildout of the project (which would include the indoor theater and the hotel).

Actions required by the EMP are to be implemented at the start of HVSF operations at the GGC, as specified herein.

## **1. Purpose and Implementation**

The purpose of the EMP is to ensure that worker and public safety is protected to the greatest extent practicable and that impacts to the traveling public are minimized as much as possible. The EMP is an evolving document that must be updated annually to reflect changes in traffic and parking patterns, and to correct any issues identified as part of the plan-required monitoring of busier activity days.

The EMP is to commence at the start of HVSF operations at the GGC, with traffic and parking management strategies implemented specifically on any days when the number of vehicles expected to be parked at the Property is projected to exceed 85% of the permanent parking spaces provided<sup>1</sup>.

## **2. EMP Components**

The EMP is an evolving document that needs to be updated annually and that has the following Components:

- Operator/Management
- Equipment
- Planning
- Preparation
- Implementation
- Monitoring/Debriefing
- Annual Updating

---

<sup>1</sup> The 130 spaces located in the overflow parking area on the west side of the Property shall not be included in this calculation (i.e., the need for parking measures is based on the expectation that more than 85% of the regular parking spaces on the main portion of the Property will be occupied).

### 3. Operator/Management

By the end of the first month of each calendar year, the following positions shall be assigned along with contact information:

- a. Chief Operating Officer (COO) – Name, address, contact information of person authorized to represent the Property Owner.

It is the COO's responsibility to see that the EMP is updated annually and implemented on a day-to-day basis. The COO may designate one person, to whom responsibility shall be delegated for updating and implementing the EMP, but the COO shall bear undiminished responsibility for this obligation. The COO's representative(s) may serve as the Plan Manager or the Deputy Plan Manager, as discussed hereafter. The Operator for each venue will be identified, as shown below.

Operator A (HVSV & Outdoor Pavilion):

Representative:

Phone Number:

Email address:

Operator B (Banquet):

Representative:

Phone Number:

Email address:

Operator C (Restaurant and remainder of clubhouse):

Representative:

Phone Number:

Email address:

Operator D (Hotel):

Representative:

Phone Number:

Email address:

Operator E (as Needed):

Representative:

Phone Number:

Email address:

- b. Plan Manager – The Plan Manager is responsible for implementing the plan, including updates, and ensuring that all requirements of the plan are implemented.

Plan Manager:

Address:

Phone Number:

Email address:

- c. Deputy Plan Manager – The Deputy Plan Manager is responsible for implementing the plan, including updates, and ensuring that all requirements of the plan are implemented whenever the Plan Manager is not available (for vacation, illness, absence for other reasons). The Deputy Plan manager, if so directed by the Plan Manager, will undertake the duties of the Plan Manager on a regular basis.

Deputy Plan Manager:

Address:

Phone Number:

Email address:

- d. Emergent Conditions Manager – The Emergent Conditions Manager is responsible for implementing the required measures in the event of an emergent condition at the Property. The Emergent Conditions Manager shall have experience and training suitable for the position. The Emergent Conditions Manager (or the Deputy Emergent Conditions Manager) shall be able to be on-site within 10 minutes of notification of a condition requiring their attention. The Emergent Conditions Manager may also fill the roles of Plan Manager or Deputy Plan Manager.

Emergent Conditions Manager:

Address:

Phone Number:

Email address:

- e. Deputy Emergent Conditions Manager – The Deputy Emergent Conditions Manager is responsible for implementing the required measures in the event of an emergent condition at the Property in place of the Emergent Conditions Manager. The Deputy Emergent Conditions Manager shall have experience and training suitable for the position and, if on-duty, shall be able to be on-site within 10 minutes of notification of a condition requiring their attention. The Deputy Emergent Conditions Manager may also fill the roles of Plan Manager or Deputy Plan Manager.

Deputy Emergency Conditions Manager:

Address:

Phone Number:

Email address:

#### **4. Equipment**

At the start of each plan year, the Plan manager shall ensure that there is sufficient personal protection equipment and traffic control devices on hand or available to have on hand, as needed. Such equipment shall include, but is not limited to:

- Yellow reflectorized safety vests to be worn by staff who will be guiding and directing guests;
- Lighted orange paddles with which staff can direct and guide guests;
- Portable directional signage to direct motorists and pedestrians, as needed;
- Reflectorized wooden or plastic horses to control traffic and close off certain lanes, as may be needed;
- Portable traffic control and pedestrian crossing signs, as may be needed;
- Appropriate training for the Emergency Conditions Manager, Deputy Emergency Conditions Manager and staff who may be directing traffic, as may be needed.

This list shall be updated annually, with adjustments made, as needed.

## **5. Planning**

Planning for parking and traffic management shall be a continual process, with an annual look back and look to the year ahead, monthly confirmation that projections and plans are materializing as expected, and then weekly preparation (discussed in the next section). Issues from the previous year that need improvement will be evaluated and measures will be recommended to address the concerns identified.

### **5.1. Annual Scheduling and Coordination**

At an appointed time once every 12 months, all Operators' representatives shall compare calendars on which planned or contemplated events are recorded. Information required to be shared shall include:

- Measures implemented the previous year that were successful;
- Measure to address undesirable conditions that occurred the previous year;
- Date of events;
- Booked or estimated attendance;
- Estimated parking demand;
- Estimated time of start and finish of event.

The Plan Manager shall accumulate all of the events on one calendar by date and time (from start to finish), noting attendance and estimated parking demand. At a group meeting of the Operators' representatives, the schedule will be discussed, as will any issues related to parking, traffic and safety that arose the previous year. With the cooperation of the Operators' representatives, the Plan Manager will make adjustments to the annual plan to address the specific issues identified.

Prior to the construction of the indoor theater or hotel, for any dates and times with an estimated parking demand over 250 vehicles, the Plan Manager shall request an estimated attendance and number of parked vehicles from the Operators' restaurant representative during those times, which the Plan Manager shall add to the combined calendar.

Following the construction of the indoor theater and the hotel, for any dates and times with an estimated parking demand over 350 vehicles, the Plan Manager shall request an estimated attendance and number of parked vehicles from the Operator's restaurant and hotel representatives during those times, which the Plan Manager shall add to the combined calendar.

The Plan Manager shall share the combined calendar with each facility Operator and, for any events where parking demand is projected to exceed 85% of the available paved/permanent parking supply on the main portion/east side of the Property, the Plan manager shall work with the Operators' representatives for each of the uses which have activity at the Property at those times to develop and agree on measures to accommodate the projected parking demand. Measures which may be implemented/considered will include:

- Valet Parking
- Requiring attendees of some venues to come by bus
- Rescheduling of certain events
- Agreeing on messaging and directions that will be provided to guests for arrival on busy days

At the conclusion of the annual calendar coordination, the Plan Manager would have a good understanding of which days traffic and parking measures would have to be implemented, and shall contact agencies and vendors to schedule and contract for any needed services.

## 5. 2. Monthly Planning Confirmation and Coordination

On a designated day each month, the Plan manager shall reach out to each of the Operators' representatives for who will communicate any new events added and provide an update on the following:

- Date of event
- Booked or estimated attendance
- Estimated parking demand
- Estimated time of start and finish of event

For any dates and times where the estimated parking demand is projected to exceed 85% of the available paved/permanent parking supply on the main portion/east side of the Property, the Plan Manager shall again request an updated estimate of attendance and number of parked vehicles from Operator's restaurant representative during those times. With this information, the Plan Manager shall confirm that there are no events where parking is projected to exceed 85% of the available paved/permanent parking supply on the main portion/east side of the Property.

The Plan Manager will confirm with the Operator's representatives where the attendees should be parking during the during the events and that appropriate directions have or will be provided to attendees.

Although the annual planning and coordination should have prevented the scheduling of concurrent activities where there would be a demand for more parking than is conveniently accommodated on the main body of the Property, one of the purposes of the monthly planning update is to confirm that this is the case and to take corrective measures if it is not.

If there should be an instance where the expected parking demand for any event will approach or exceed that number of vehicles than can be accommodated on the main body of the Property, the Plan Manager shall work with the Operators' representatives who have activity planned at the Property for that period to develop and agree on additional measures to make sure that the projected parking demand can be accommodated. Measures which may be implemented/considered will include:

- Valet Parking, including at the overflow parking area on the west side of the Property

If there should be an instance where the expected parking demand for any event will approach or exceed that number of vehicles than can be accommodated on the entire Property, the Plan Manager shall work with the Operators' representatives who have activity planned at the Property for that period to develop and agree on additional measures to make sure that the projected parking demand can be accommodated. Additional measures which may be implemented/considered will include:

- Temporary overflow parking
- Requiring attendees of some venues to come by bus
- Rescheduling of certain events
- Off-site parking with a shuttle

For all events where parking demand is projected to exceed 85% of the available permanent/paved parking spaces on the main body of the Property, the Plan Manager shall implement a predeveloped plan/strategies to accommodate vehicular, pedestrian and parking activities. Such plans and measures are detailed in **Section 7** of this EMP. For events where the parking demand is expected to exceed the capacity on the entire property, the Town of Philipstown shall be notified at least 7 days prior to the event.

This list of actions is to be updated annually, with adjustments made, as needed.

## **6. Preparation**

At the beginning of each week and at the beginning of each day where parking demand is projected to exceed 85% of the available permanent/paved parking spaces on the main body of the Property, the Plan Manager shall confirm the projected parking demand is still accurate and that all of the equipment, staff and agency assistance needed for each event is in place or will be in place prior to the commencement of activities and, if it is not, shall take action to secure the needed personnel, equipment or assistance. These efforts shall include confirming that the equipment to be used is in acceptable working order and that it is placed in a location where it can easily be moved into position if and when needed. These efforts shall also include ensuring that a sufficient number of parking spaces are reserved to accommodate the number of buses that will be present, that drop off and pick up areas, if any, including valet stations, are set up, and that vehicles that may be used to shuttle guests back and forth between parking areas are present, fueled/charged up and ready.

These activities shall be updated annually, with adjustments made, as needed.

## 7. Implementation

The following measures and strategies, or combinations thereof, should be implemented as needed, depending on the size and the nature of the events to ensure worker and public safety is protected to the greatest extent practicable, that impacts to the traveling public are minimized as much as possible, and that guests are guided directly and efficiently around the Property on foot and by car, as needed when they arrive, approach a venue, return from a venue and depart.

### 7.1 Signage

As indicated on **Figure 1**, appended with this EMP, the following temporary signage and traffic control devices may be implemented to control and direct traffic

Location 2<sup>2</sup>: Signage directing entering motorists to the hotel or the remaining activities on the Site and directing exiting motorists to Route 9.

Location 3: Signage directing entering motorists to park or, if the lot is full, to continue onwards and directing exiting motorists to Route 9.

Location 4: Signage directing entering motorists to park or, if the lot is full, to continue onwards and directing exiting motorists to Route 9 or Snake Hill Road, as the case may be.

Location 5: Signage directing entering motorists to park or, if the lot is full, to continue onwards and directing exiting motorists to Route 9 or Snake Hill Road, as the case may be.

Location 6: Signage directing entering motorists to park or, if the lot is full, to continue onwards and directing exiting motorists to Route 9.

Location 7: Signage directing guests to the theaters and advising motorists of crossing pedestrians.

Location 8: Signage directing entering motorists to park or, if the lot is full, to continue onwards and directing exiting motorists to Snake Hill Road.

Location 9: Signage directing entering motorists to parking areas.

Location 10: Signage directing entering motorists to overflow parking, as may be needed, and directing exiting motorists to Route 9.

Location 12: Signage directing guests to the theaters and restaurant, and advising motorists of crossing pedestrians.

Location 13: Signage advising motorists of crossing pedestrians.

Location 14: Signage directing exiting motorists to Route 9 or Snake Hill Road.

Location 15: Signage directing exiting motorists to Snake Hill Road as may be needed.

Location 16: Signage directing entering motorists to parking.

Location 17: Signage directing entering motorists to overflow parking, as may be needed, and directing exiting motorists to Route 9 and Route 9D.

**Not all of the signage shown on Figure 1 may need to be installed. The selection of signage is to be determined based on the expected need depending on the projected maximum parking capacity.**

The above signage needs shall be updated annually, with adjustments made, as needed.

---

<sup>2</sup> No temporary signage propose on US Route 9 (Locations 1 and 11)

## 7.2 Staffing

As indicated on **Figure 1**, appended with this EMP, staff may be deployed to the following locations to control and direct traffic:

Location 1: Police Control to direct traffic, if needed<sup>3</sup>.

Location 2: Staff equipped and trained to direct entering and exiting motorists.

Location 3: Staff equipped and trained to direct motorists entering and exiting the parking lot.

Location 4: Staff equipped and trained to direct motorists entering and exiting the parking lot.

Location 5: Staff equipped and trained to direct entering and exiting motorists.

Location 6: Staff equipped and trained to direct motorists entering and exiting the parking lot.

Location 7: Staff equipped and trained to guide and direct crossing pedestrians.

Location 8: Staff equipped and trained to direct motorists entering and exiting the parking lot.

Location 9: Staff equipped and trained to direct entering and exiting motorists.

Location 10: Police Control to direct traffic, if needed.

Location 11: Police Control to direct traffic, if traffic signal is not approved<sup>4</sup>.

Location 12: Staff equipped and trained to guide and direct crossing pedestrians.

Location 13: Staff equipped and trained to guide and direct crossing pedestrians.

Location 14: Staff equipped and trained to direct entering and exiting motorists.

Location 15: Staff equipped and trained to direct exiting motorists.

Location 16: Staff equipped and trained to direct motorists entering and exiting the parking lot.

Location 17: Staff equipped and trained to direct entering motorists to the parking lot.

Location 18: Police Control to direct traffic, if needed<sup>5</sup>.

Staff will be equipped with 2-way radios so that they may stay in communication, be informed of changing conditions and directed by the Plan Manager as to what actions they should be taking. Not all of the staff assignments shown on Figure 1 may need to be fulfilled. The assignment of staff and contracting of police control at specific locations is to be determined based on the expected need as indicated by the projected maximum parking demand.

On days when the number of vehicles expected to be parked at the Property is projected to exceed 85% of the permanent parking spaces provided, staff shall be instructed on the evening before and again on the morning of, that they must park in the 130-space overflow parking area on the west side of the Property.

Staff Assignments shall be updated annually, with adjustments made, as needed.

---

<sup>3</sup> Adequate capacity is provided to accommodate Project traffic during even the busiest anticipated events. However, should there ever be an event larger than the largest anticipated, the COO shall be required to contract with the appropriate police department to direct traffic, if needed.

<sup>4</sup> In the event that a traffic signal is not approved for installation at the intersection of US Route 9 with Travis Corners Road and Snake Hill Road, the COO shall be required to contract with the police department to direct traffic, as needed

<sup>5</sup> Should the Town of Philipstown determine that police traffic control is required at the intersection of Route 9D with Snake Hill Road, the COO shall be required to contract with the appropriate police department to direct traffic, as may be needed.

### 7.3 Additional Traffic Control Devices

As indicated on **Figure 1**, appended with this EMP, the following traffic control devices may be deployed to control and direct traffic at on-site locations:

Location 2: Reflectorized wooden/plastic barricades or cones to block or guide access and temporary lighting, if needed.

Location 3: Reflectorized wooden/plastic barricades or cones to block or guide access and temporary lighting, if needed.

Location 4: Reflectorized wooden/plastic barricades or cones to block or guide access and temporary lighting, if needed.

Location 5: Reflectorized wooden/plastic barricades or cones to block or guide access and temporary lighting, if needed.

Location 6: Reflectorized wooden/plastic barricades or cones to block or guide access and temporary lighting, if needed.

Location 7: Reflectorized wooden/plastic barricades or cones to block or guide access and temporary lighting, if needed.

Location 8: Reflectorized wooden/plastic barricades or cones to block or guide access and temporary lighting, if needed.

Location 9: Reflectorized wooden/plastic barricades or cones to block or guide access and temporary lighting, if needed.

Location 12: Reflectorized wooden/plastic barricades or cones to block or guide access and temporary lighting, if needed.

Location 13: Reflectorized wooden/plastic barricades or cones to block or guide access and temporary lighting, if needed.

Location 14: Reflectorized wooden/plastic barricades or cones to block or guide access and temporary lighting, if needed.

Location 15: Reflectorized wooden/plastic barricades or cones to block or guide access and temporary lighting, if needed.

Location 16: Reflectorized wooden/plastic barricades or cones to block or guide access and temporary lighting, if needed.

Not all locations may require the deployment of additional traffic control devices for each event. The deployment of devices at specific locations is to be determined based on the expected need as indicated by the projected maximum parking demand.

The assignment of additional traffic control devices shall be updated annually, with adjustments made, as needed.

#### **7.4 ADA Requirements, Shuttle and First Aid Stations**

As indicated on **Figure 2**, appended with this EMP, it is proposed that a first-aid station be provided in the clubhouse, by the tent box office and in the indoor theater, that golf carts be positioned strategically around the site to quickly and efficiently transport those with mobility challenges between venues and parking, if needed, and to similarly transport those who may become ill or injured to the first-aid stations so that they may be stabilized before additional treatment or transport is provided, if required.

It is also proposed that when there is a shuttle available for larger events, it travel through the Property and drop guests off or pick them up at reasonably convenient locations.

These measures, and the specific locations of the facilities will be updated annually, with adjustments made, as needed.

## 7.5. Parking

Below are the maximum expected **parking demands** for each of the individual uses on the site assuming no cross use<sup>6</sup>:

- 530-seat outdoor Theater – 250 guest vehicles<sup>7</sup>, 15 Staff vehicles (staff residing off-site)
- 225-seat indoor Theater – 110 guest vehicles<sup>5</sup>, 5 Staff vehicles (staff residing off-site)
- Banquet Facility – 80 guest vehicles<sup>5</sup>, 17 staff vehicles
- Restaurant - 30 diners' vehicles, 8 staff vehicles
- Hotel – 28 Guest vehicles, 3 Staff Vehicles
- HVSF on-site residents – 6 staff vehicles

While maximum parking at each of the individual uses will likely never occur simultaneously at all of the above uses, the observed maximum parking demand of the individual uses shall be updated annually, with adjustments made, as needed.

Some parkers will fall under more than one category, meaning that they are included in the above numbers more than once (e.g. HVSF guests that dine at the restaurant and then stay at the hotel). Further, the COO will restrict the use of the open-air pavilion to paying guests (at any of the onsite venues) on days when there are HVSF performances.

### 7.5.1. Phase 1 Parking Assignment

Prior to the opening of the Indoor Theater or hotel, on days when the number of vehicles expected to be parked at the Property is projected to exceed 85% of the permanent parking spaces provided, staff shall be instructed on the evening before and again on the morning of, that they must park in the 130-space overflow parking area on the west side of the Property.

As indicated on **Figure 3**, appended with this EMP, it is recommended that the following parking areas be used primarily by the following users;

1. 26 spaces to the northeast of the clubhouse – Restaurant staff and guests
2. 16 spaces to the northeast of the clubhouse – Restaurant staff and guests  
*Projected peak-day demand, 37 vehicles*
3. 105 spaces to the south of the clubhouse – Banquet Guests  
*Projected Peak-day Demand, 80 vehicles*
4. 225 spaces to the east of the outdoor tent – Outdoor Theater Guests  
*Projected Peak-day Demand, 250 vehicles<sup>8</sup>*
5. 130-space overflow lot – Theater and Banquet Staff  
*Projected Peak-day Demand, 45 vehicles<sup>9</sup>*

On busier days, should the parking lots serving the above uses fill, late arriving guests will be directed to the nearest lot with available spaces.

---

<sup>6</sup> Cross use is guests of one use on the Property (HVSF, Banquet, Hotel or Restaurant) who are also guests of another use of the Property on the same day.

<sup>7</sup> For every bus scheduled to bring guests, reduce the number of parking spaces by the half number of guests who will arrive by bus (or by 15 if the number of guests on the bus is not known) and plan on cordoning off 5 perpendicular spaces for each bus under typical conditions and 5 perpendicular spaces for each two buses or part thereof for the busiest days. Bus parking can be accommodated either in the 130-space overflow lot or on the main portion of the property, depending on availability

<sup>8</sup> Any overflow outdoor theater parking shall be directed to the 105-space lot when there are available spaces thereat.

<sup>9</sup> Golf-cart shuttles will be provided to bring staff back and forth to the main portion of the Property.

### 7.5.2. Full Buildout Parking Assignment

Under full buildout, with the opening of the Indoor Theater and hotel, on days when the number of vehicles expected to be parked at the Property is projected to exceed 85% of the permanent parking spaces provided, staff shall be instructed on the evening before and again on the morning of, that they must park in the 130-space overflow parking area on the west side of the Property.

As indicated on **Figure 4**, appended with this EMP, it is recommended that the following parking areas be used primarily by the following uses;

1. 45 spaces to the northeast of the clubhouse – Hotel and Restaurant staff and guests  
*Projected peak-day demand, 37 vehicles*
2. 78 spaces to the east of the clubhouse – Banquet guests  
*Projected peak-day demand, 80 vehicles<sup>10</sup>*
3. 105 spaces to the south of the clubhouse – Indoor Theater Guests  
*Projected Peak-day Demand, 110 vehicles<sup>11</sup>*
4. 225 spaces to the east of the outdoor tent – Outdoor Theater Guests  
*Projected Peak-day Demand, 250 vehicles<sup>12</sup>*
5. 46 lawn overflow parking spaces – Indoor/Outdoor/Banquet/Restaurant guests, as needed
6. 130-space overflow lot – Theater and Banquet Staff  
*Projected Peak-day Demand, 45 vehicles<sup>13</sup>*

On busier days, should the parking lots serving the above uses fill, late arriving guests will be directed to the nearest lot with available spaces.

### 7.5.3. Bus Parking

On the morning of each day where buses are scheduled to deliver guests to the site, the Plan Manager will review the projected parking demand for each use on the site and determine where buses will be best accommodated. The Plan Manager will then direct a member of the staff to proceed to that location and cone off as many parking spaces as will be needed to accommodate the prospective number of buses.

As a matter of convenience one 40-foot coach bus can be accommodated in every 5 consecutive perpendicular parking spaces although, if the buses park side by side, 2 buses could be accommodated in every 5 spaces, if needed. For the very busiest days, parking will be reserved for buses in the 130-space overflow lot.

### 7.5.4. Directing Motorists to Parking

Once on the Property, there will be signs posted directing motorists to the lots serving the respective uses. Staff will be deployed to these lots, as needed (and as they are at Boscobel today), to direct guests to the nearest convenient parking. Once any particular lot fills, the staff members in that lot will radio the Plan Manager, place barriers across the entrance to the lot and will instruct any late arriving guests to the nearest available parking, as advised by the Plan Manager.

---

<sup>10</sup> In almost all instances, due to the frequent use of buses by banquet goers and the very limited frequency of 200-person banquets, banquet parking can be accommodated in this lot without any additional assistance. In the event that the Plan Manager expects more than 70 Banquet parkers, valet parking shall be arranged for the Banquet which will allow up to 100 vehicles to be accommodated in the parking lot to the east of the clubhouse.

<sup>11</sup> Any overflow indoor theater parking shall be directed to the 225-space lot when there is no outdoor performance or to the 43-space overflow parking area on the lawn if there is an outdoor performance and no spaces available in the 225-space lot.

<sup>12</sup> Any overflow outdoor theater parking shall be directed to the 105-space lot when there is no indoor performance or to the 43-space overflow parking area on the lawn if there is an indoor performance and no spaces available in the 105-space lot.

<sup>13</sup> Golf-cart shuttles will be provided to bring staff back and forth to the main portion of the Property.

### 7.5.5. Directing Motorists from Parking

After events, members of staff in the various parking lots will direct exiting guests to the exits where they wish to depart. The Plan Manager will keep parking lot attendants apprised via 2-way radios of conditions at all of the driveways and instruct them to redirect or hold exiting guests, as may be needed.

### 7.5.6. Valet Parking

Valet parking may be employed either as a convenience for guests or to provide additional parking capacity on particularly busy days.

Unless other measures (such as the use of busing or schedule modifications, or the like) are implemented to reduce parking, on days when the number of vehicles expected to be parked at the Property is projected to exceed 85% of the permanent parking spaces provided, a valet parking plan will be developed to ensure that the resulting parking capacity provided is at least 15% more than the projected parking demand.

If valet parking is employed, the Plan Manager shall ensure that the organization contracted has the appropriate training and insurance. Valet parking may be employed in any of the paved or gravel lots on the Property, including the 130-space overflow gravel lot. The Plan Manager shall direct that a specified area be set aside at each parking area where there will be valet parking. The Plan Manager shall ensure that each area is sufficient to accommodate the level of valet drop-off and pick-up activity expected safely and efficiently.

#### 7.5.6.1. Phase 1 Valet Parking

If total parking demand is projected to exceed 315 vehicles, the Plan Manager will either contract with a Valet Parking company or will prepare to direct any overflow parking to the 130-space west overflow parking lot and will provide golf carts to shuttle guests back to the venue (and back to the parking lot after the event). See **Figure 5**, appended with this EMP, which indicates that the various parking areas can accommodate the following number of vehicles through the use of valet parking:

1. 26 spaces to the northeast of the clubhouse – Restaurant staff and guests
2. 36 spaces to the northeast of the clubhouse – Restaurant staff and guests  
*Projected peak-day demand, 37 vehicles*
3. 127 spaces to the south of the clubhouse – Banquet Guests  
*Projected Peak-day Demand, 80 vehicles*
4. 255 spaces to the east of the outdoor tent – Outdoor Theater Guests  
*Projected Peak-day Demand, 250 vehicles<sup>14</sup>*
5. 165 spaces in the west overflow lot – Theater and Banquet Staff  
*Projected Peak-day Demand, 45 vehicles<sup>15</sup>*

In the annual and monthly planning for Phase 1 activities, any day or time where more than 500 vehicles are projected to be parked on the Property, the Plan Manager will coordinate with the various facility operators and take steps to ensure that the projected maximum parking demand will not exceed 500 vehicles. Such measures may include but shall not be limited to:

- Rescheduling some activities;
- Closing the restaurant for the period in question;
- Requiring certain attendees to travel by bus;
- Arranging off-site parking with buses to shuttle certain attendees to and from the property.

For any day or time where it is expected that there will be a need to accommodate some parking at a remote site, the Town must be notified at least 7 days in advance.

The measures indicated above will be updated annually, with adjustments made, as needed.

---

<sup>14</sup> Any overflow outdoor theater parking shall be valeted in the 105-space lot when there are available spaces thereat.

<sup>15</sup> Golf-cart shuttles will be provided to bring staff back and forth to the main portion of the Property.

### 7.5.6.2. Full Buildout Valet Parking

If total parking demand is projected to exceed 425 vehicles, the Plan Manager will either contract with a Valet Parking company or will prepare to direct any overflow parking to the 130-space west overflow parking lot and will provide golf carts to shuttle guests back to the venue (and back to the parking lot after the event). See **Figure 6**, appended with this EMP, which indicates that the various parking areas can accommodate the following number of vehicles through the use of valet parking:

1. 45 spaces to the northeast of the clubhouse – Hotel and Restaurant staff and guests  
*Projected peak-day demand, 37 vehicles*
2. 78 spaces to the east of the clubhouse – Banquet guests  
*Projected peak-day demand, 80 vehicles<sup>16</sup>*
3. 127 spaces to the south of the clubhouse – Indoor Theater Guests  
*Projected Peak-day Demand, 110 vehicles*
4. 255 spaces to the east of the outdoor tent – Outdoor Theater Guests  
*Projected Peak-day Demand, 250 vehicles<sup>17</sup>*
5. 165-space overflow lot – Theater and Banquet Staff  
*Projected Peak-day Demand, 45 vehicles<sup>18</sup>*

In the annual and monthly planning for activities after the indoor theater is built, any day or time where more than 600 vehicles are projected to be parked on the Property<sup>19</sup>, the Plan Manager will coordinate with the various facility operators and take steps to ensure that the projected maximum parking demand will not exceed 600 vehicles. Such measures may include but shall not be limited to:

- Rescheduling some activities;
- Closing the restaurant for the period in question;
- Allowing hotel bookings only from guests who are attending another event at the property;
- Requiring certain attendees to travel by bus;
- Arranging off-site parking with buses to shuttle certain attendees to and from the property.

For any day or time where it is expected that there will be a need to accommodate some parking at a remote site, the Town must be notified at least 7 days in advance.

The measures indicated above will be updated annually, with adjustments made, as needed.

---

<sup>16</sup> In almost all instances, due to the frequent use of buses by banquet goers and the very limited frequency of 200-person banquets, banquet parking can be accommodated in this lot without any additional assistance. In the event that the Plan Manager expects more than 70 Banquet parkers, valet parking shall be arranged for the Banquet which will allow up to 100 vehicles to be accommodated in the parking lot to the east of the clubhouse.

<sup>17</sup> Any overflow outdoor theater parking shall be directed to the 105-space lot when there is no indoor performance.

<sup>18</sup> Golf-cart shuttles will be provided to bring staff back and forth to the main portion of the Property.

<sup>19</sup> 94<sup>th</sup> percentile maximum parking demand is 462 vehicles, maximum possible parking demand (based on available data), 600 vehicles never expected and should not be permitted to park on the site.

### **7.5.6.3. 130-space Snake Hill Road (West) Overflow Parking Lot Valet Parking**

Valet Parking in the 130-space overflow parking lot on the west side of the site shall be provided in one of 2 manners, as described below:

1. Guests will drop cars at the valet station on the main body of the Property and the vehicles will be valeted down the northern cart path to the overflow lot. Golf carts shall be used to return the valets to the valet station on the south cart path from the lot. The return of vehicles shall be similar, with vehicle returns via the north part and valets shuttled via the south part.
2. Guests will be directed from the main Route 9 and Snake Hill Road entrances to the main portion of the Property to the south driveway of the overflow parking area where they will transfer their vehicles to the valets. They will then be shuttled to the event/activity they are attending using golf carts on the north cart path from the 130-space overflow parking area. The return of guests to their vehicles shall be similar, with the guests shuttled by golf carts on the north cart path.

The measures indicated above will be updated annually, with adjustments made, as needed.

## **7.6. Ride-Hail Drop-off and Pick-up**

The Plan Manager shall direct that a specified area be set aside as needed for ride-hail drop-off and pick-up activities. The Plan Manager shall ensure that each area is sufficient to accommodate the level of activity expected safely and efficiently, and that it shall not interfere with other operations such as bus drop off and pick up or parking.

## **7.7. Bus Drop-off and Pick-up**

On the morning of each day where buses are scheduled to deliver guests to then site, the Plan Manager will review the projected activity for each use and select a suitable location for buses to stop and deliver passengers prior to an event as well as to pick up passengers after an event. See **Figure 7**, appended with this EMP, indicating where convenient bus drop-off locations could be situated.

All bus drop-off locations must not unduly interfere with passing traffic and must provide a safe path for riders from the bus to the venue. Appropriate staff must be provided, if needed, with suitable training and equipment, to direct traffic and pedestrians past and around stopped buses. If appropriate and that parking capacity exists, certain sections of parking may be reserved for buses to pull into and drop off or pick up passengers.

The suggested bus locations and the recommendations regarding bus drop-off and pick up will be updated annually with adjustments made, as needed.

## **7.8. Directing Traffic**

If needed, at the busiest intersections on the Property, at the busiest crosswalks or at the parking lot exits, suitably trained staff will direct and stop vehicular traffic to allow pedestrians to cross safely, as needed. Staff shall always be equipped with reflectorized vests and lighted orange paddles. To stop traffic, they will hold up the paddles horizontally facing oncoming traffic and then turn and repeat the procedure for opposing traffic. Only when both lanes of traffic have stopped will they direct opposing traffic or pedestrians to proceed.

The specifics of the directives above shall be updated annually, with adjustments made, as needed.

## **8. Monitoring/Debriefing**

Parking and traffic activity at significant events throughout the year shall be monitored, reported and evaluated to ensure that the plan was effective, identify any shortcomings and develop improvements that can be implemented for coming years.

### **8.1 During-Event Monitoring**

On any day when active traffic and parking management measures are in effect, the Plan Manager shall require staff assigned to each of the parking areas to count and report how many vehicles are parked in each area after the last-vehicles have arrived. All staff will be required to report any transportation/parking-related incidents, what the nature of the incident was, what caused the incident, what the issues with it were and what could have been done to prevent it.

Staff attending to bus drop-off locations will record the number of passengers traveling per bus, either by counting the number of exiting passengers or by obtaining the number of riders from the bus driver. The number of passengers traveling per bus for each event type will be reported to the Plan Manager.

### **8.2 Post-Event Report**

The Plan Manager shall keep a log for each day when active traffic and parking measures are in effect, recording how many vehicles are parked in each area, how many passengers came by bus for various event types, and the details of any transportation/parking-related incidents.

Reports of off-site traffic issues that may have been attributable to activities at the site will also be entered into the log of the event.

### **8.3 Post-Event Debriefing**

For events where incidents occurred that resulted in potential safety, traffic congestion or parking deficit conditions, the Plan Manager will convene a meeting of the Operators' representatives to review the specifics of what transpired and what measures should be taken to prevent it from transpiring again. The Plan Manager will record these recommendations, implementing them immediately, if necessary, or preserving them for inclusion in the annual plan update.

The threshold as to when monitoring needs to be conducted shall be updated annually, with adjustments made, as needed.

## **9. Annual Plan Update**

Prior to planning for each upcoming year, the Plan Manager will review the logs for the previous year and identify the following information based on a review of the parking logs:

- Average guest parking demand per attendee for HVSF events with no buses bringing attendees;
- Average number of attendees per bus attending HVSF events when there are buses bringing guests to and from events;
- Average guest parking demand per attendee for HVSF events when there are 1, 2 or 3 buses bringing attendees;
- Average guest parking demand per attendee for Banquet events with no buses bringing attendees;
- Average number of attendees per bus attending Banquet events when there are buses bringing guests to and from events;
- Average guest parking demand per attendee for Banquet events when there are 1, 2 or 3 buses bringing attendees;
- Average guest parking demand per restaurant and hotel guest for restaurant and hotel;
- Maximum number of vehicles parked in the various lots with valet parking;
- Maximum number of attendees that could be accommodated without the implementation of parking and traffic management strategies;
- Maximum number of attendees that could be accommodated with the implementation of parking and traffic management strategies.

The above values for the previous year's activities will be used to update this plan and will be used for projecting parking activity and traffic needs for the coming year.

# Figures

**FIGURE 1**  
**Potential Traffic Control Strategies**<sup>1</sup>

**18** ● Intersection of Snake Hill Road with Route 9D



- 1** Location Number
- Traffic Control Agent
- Traffic Control Devices
- Directional Signage
- Police Control
- Traffic Control Signal

HUDSON VALLEY SHAKESPEARE  
 GARRISON, NY  
 CONCEPT PLAN

1" = 250'-0" at 11x17

0 250' 500' 750'

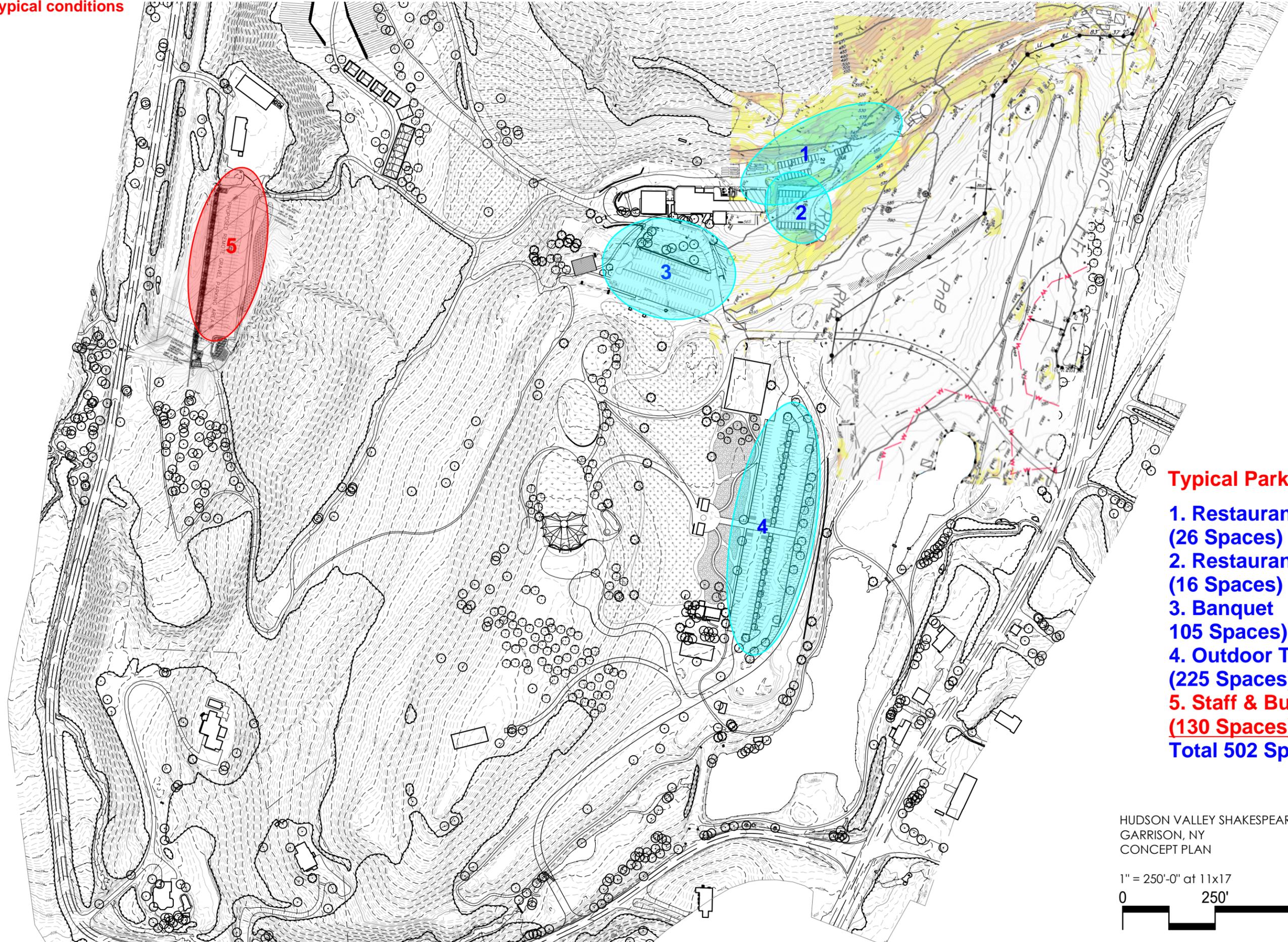
1. This plan depicts locations where measures may be implemented to control and direct traffic during events. Measures are not expected to be needed at many of these locations, however, to account for potential unlikely but unexpected occurrences, measures could be implemented at each of the identified locations. See Section 7 of the Event Traffic and Parking Management Plan for a description of measures at each location.

**FIGURE 2**  
**ADA, Shuttle & First-Aid Facilities<sup>1</sup>**



1. This plan depicts locations and measures where measures may be implemented to accommodate those with disabilities or stabilize those suffering illness or injury. A shuttle drop-off/pick-up location is also depicted. All locations/measures are not expected to be needed on all occasions.

**FIGURE 3**  
**Parking Fields (typical conditions**  
**Phase 1)**



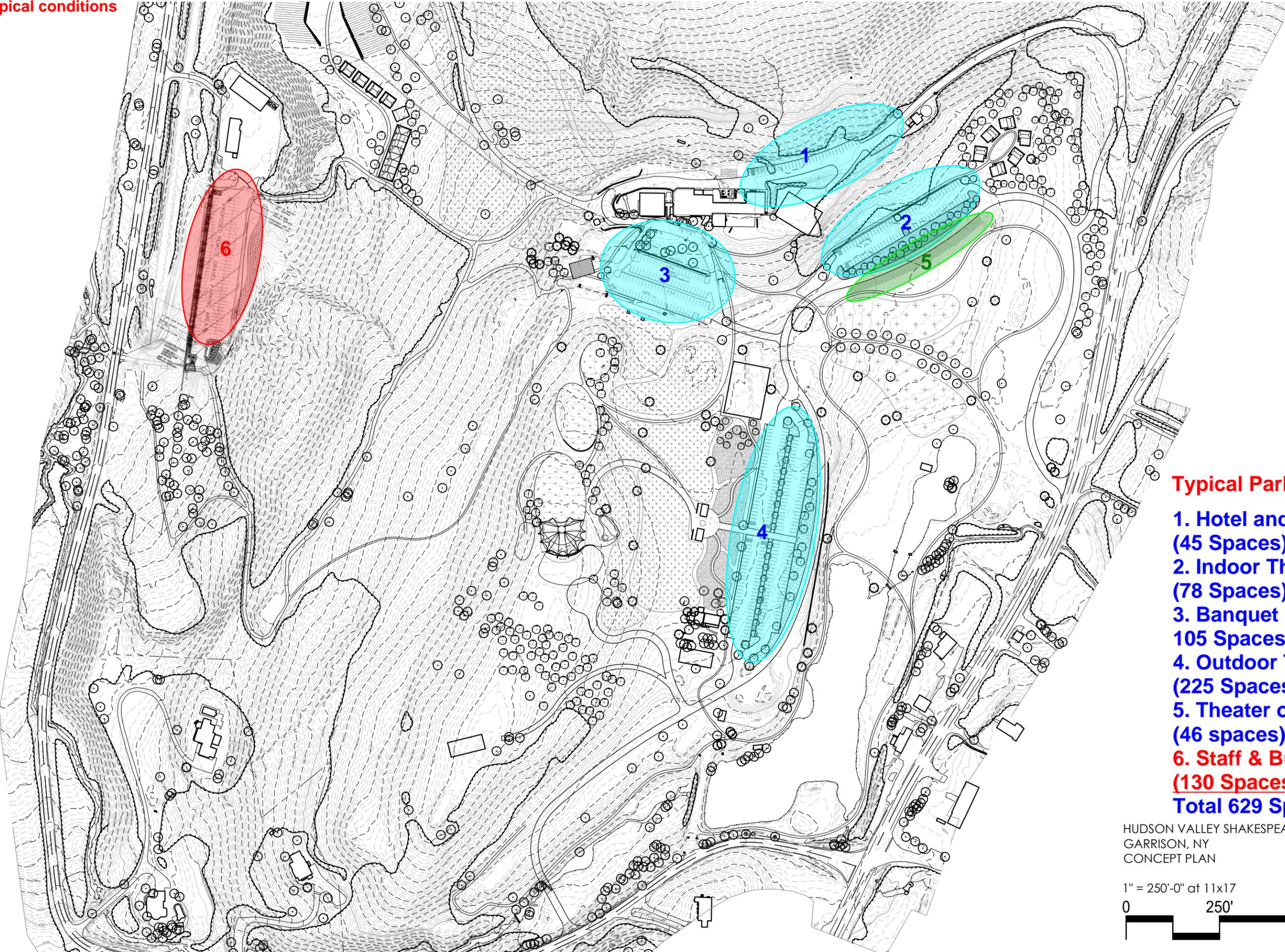
**Typical Parking Usage**

- 1. Restaurant (26 Spaces)**
- 2. Restaurant (16 Spaces)**
- 3. Banquet (105 Spaces)**
- 4. Outdoor Theater (225 Spaces)**
- 5. Staff & Bus Parking (130 Spaces)**
- Total 502 Spaces**

HUDSON VALLEY SHAKESPEARE  
GARRISON, NY  
CONCEPT PLAN



**FIGURE 4**  
**Parking Fields (typical conditions**  
**Full Buildout)**

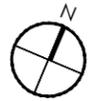


- Typical Parking Usage**
- 1. Hotel and Restaurant (45 Spaces)**
  - 2. Indoor Theater (78 Spaces)**
  - 3. Banquet (105 Spaces)**
  - 4. Outdoor Theater (225 Spaces)**
  - 5. Theater overflow (46 spaces)**
  - 6. Staff & Bus Parking (130 Spaces)**
- Total 629 Spaces**

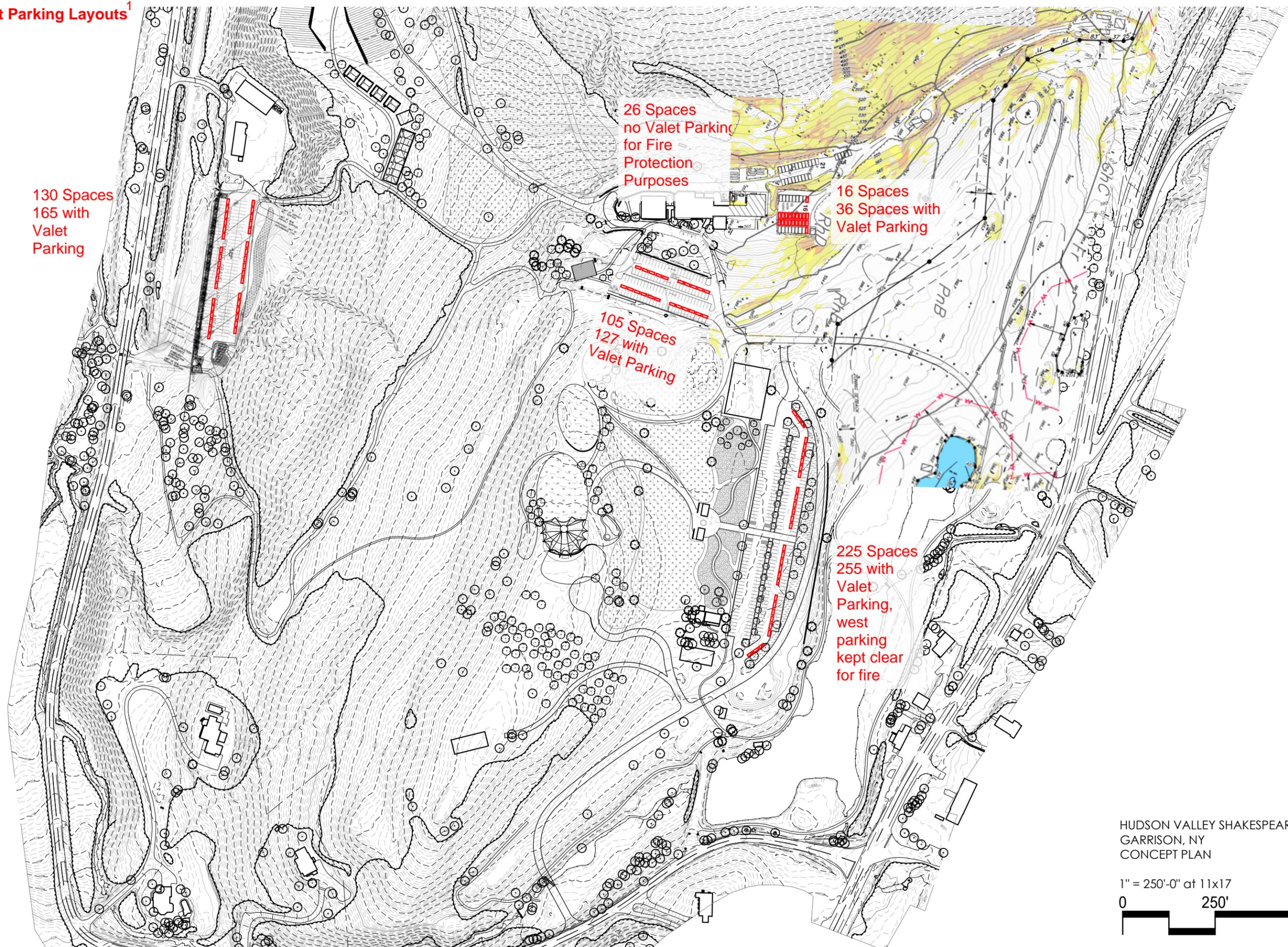
HUDSON VALLEY SHAKESPEARE  
GARRISON, NY  
CONCEPT PLAN

1" = 250'-0" at 11x17

0 250' 500' 750'



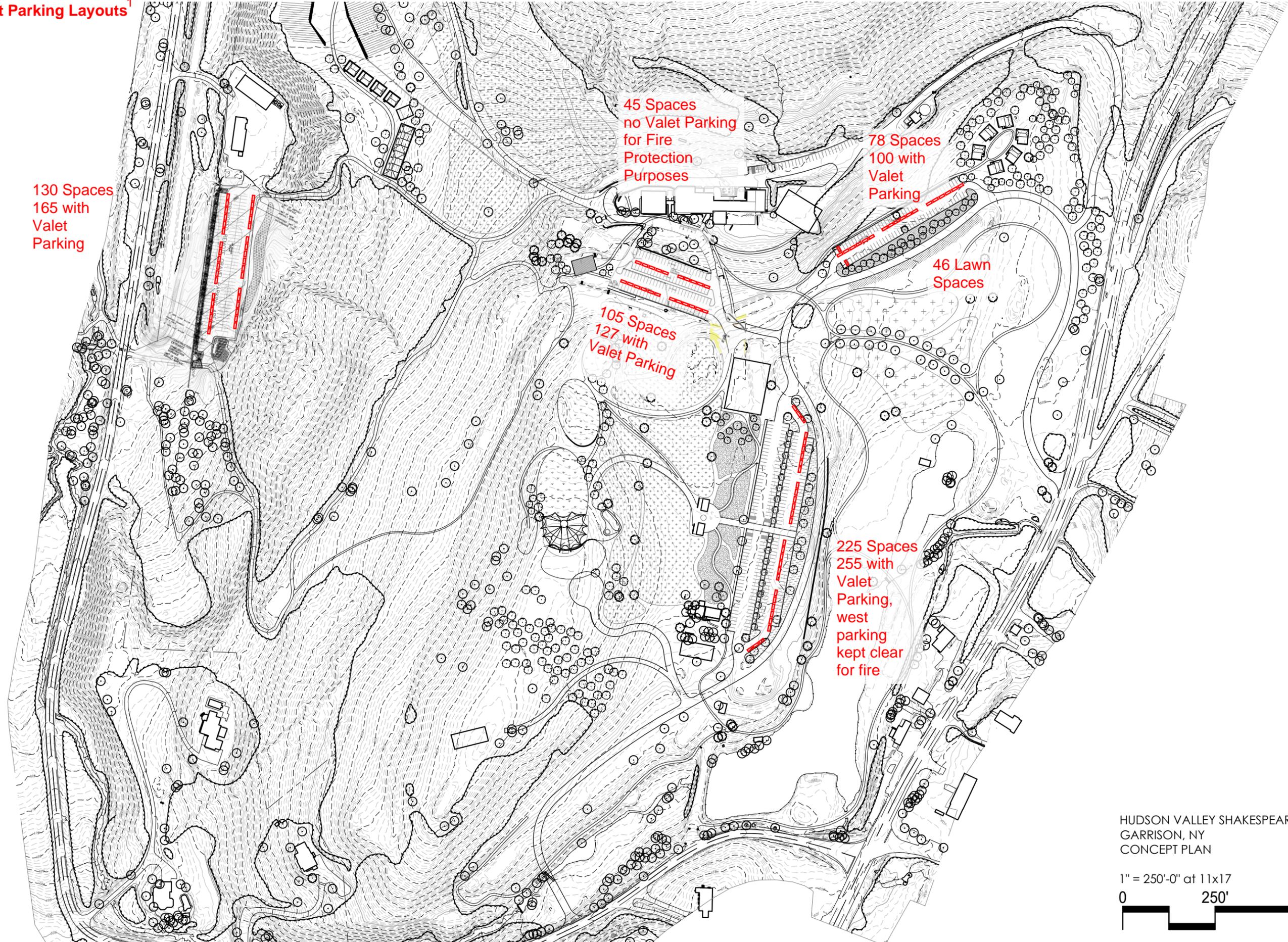
**FIGURE 5**  
**Prospective Valet Parking Layouts<sup>1</sup>**  
**Phase 1**



HUDSON VALLEY SHAKESPEARE FESTIVAL + THE GARRISON: COMPREHENSIVE LANDSCAPE PLAN

1. This plan depicts potential valet parking layouts. Final valet parking layouts will be provided by the parking operator and this plan updated as appropriate.

**FIGURE 6**  
**Prospective Valet Parking Layouts<sup>1</sup>**  
**Full Buildout**



HUDSON VALLEY SHAKESPEARE  
GARRISON, NY  
CONCEPT PLAN

1" = 250'-0" at 11x17



1. This plan depicts potential valet parking layouts. Final valet parking layouts will be provided by the parking operator and this plan updated as appropriate.

**FIGURE 7**  
**Prospective bus drop-off locations<sup>1</sup>**



HUDSON VALLEY SHAKESPEARE  
GARRISON, NY  
CONCEPT PLAN

1" = 250'-0" at 11x17



1. This plan depicts locations where shuttle/bus drop-off/pick-up area may occur. Based on field experience, these locations may be modified.